



# Shanghai American School

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## *An International Community*

### Technology Teacher/Integrationist

**Job Title:** Technology Integrationist  
**Department:** Technology and Media  
**Supervisor:** Building Principal

#### Job Summary

The Technology Integrationist is responsible for:

- ensuring implementation the technology benchmarks and standards for students, teachers and administrators
- assisting teachers and media specialists to develop personal skills in integrating technology into the curriculum
- assisting staff and the administration to use technology efficiently in their jobs,
- ensuring ethical use of technology school-wide

#### Role and Expectations

- Provide guidance for the development and implementation of the SAS Technology Plan.
- Provide guidance to teachers in using the ISTE standards or similar rubrics, to measure student learning in the classroom.
- Build Educational Technology capacity through development of individual teachers and teams who take active interest in Ed Tech projects and initiatives.
- Assist in organizing technology related professional development both within divisions and school-wide
- Serve on the SAS Educational Technology Committee

#### Technology and other curricular areas

- Promote and design activities to achieve the SAS vision for technology.
- Implement the technology curriculum for the school including:
  - Evaluating the appropriateness of the technology benchmarks for each grade/subject area.
  - Ensuring Educational Technology standards and benchmark articulation K-12.
- Facilitate authentic assessment for Educational Technology standards and benchmarks

#### Staff Development

- Provide regular professional development opportunities that support the use of technology across the curriculum.
- In collaboration with Technology Resource Facilitators (TRF) and Administrators, assist and develop with classroom and specialist teachers individual educational technology plans (IETP) to establish technology learning goals annually.

#### Organizational Role

- Support the TRF in making recommendations for the purchase and placement of computers and other technology resources that will enhance the use of technology in the curriculum.
- Make recommendations for the placement of legally purchased software that will enhance the use of technology in the curriculum.
- Help teachers to identify and evaluate software that will support the curriculum.
- Support student access to school networks through the organization of students' user names and passwords and other means as appropriate.
- Work with the campus technicians to distribute, repair and troubleshoot hardware and software where educationally appropriate.
- Other duties as assigned by the building Principal.

#### Instructional Role

- Assist in setting and achieving professional growth goals in technology with teachers
- Move all teachers towards independence in the delivery of technology instruction within the integrated curriculum model.
  - Planning: lead/consult in planning lessons.
  - Teaching: lead/assist/co-teach lessons.
  - Assessment: Assist teachers in assessment and reporting of standards and benchmarks.
  - Promote the safe use of technology, especially internet safety.
  - Assess faculty achievement of the Vision through ongoing data collection from activities listed above.
- Promote ethical use of technology with students, teacher and parents.

#### Evaluation

- The Technology Integrationist will be evaluated by the building Principal.

#### Qualifications

- A degree from an accredited college or equivalent in educational technology or educational computing.
- Three years successful classroom teaching experience.

#### Working Conditions

- Teacher Salary Scale
- 191 - Day work year

#### **SAS BELIEVES:**

- That each employee makes a significant contribution to our success.
- Those contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee or SAS to only the work identified. It is the expectation of the School, which each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.